

Bulletin Number	32614BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Beaches and Harbors
Position Title	REAL PROPERTY AGENT II
Exam Number	R2058B
Filing Type	Open Continuous
Filing Start Date	03-Mar-2014
Salary Type	Monthly
Salary Minimum	5038.91
Salary Maximum	6259.92
Position/Program Information	<p>FILING WILL BE SUSPENDED AFTER THE FIRST 60 APPLICATIONS ARE RECEIVED OR ON MARCH 11th, 2014 AT 5:00 PM, WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN IF THE NEEDS OF THE SERVICE REQUIRE.</p> <p>Performs real property analysis, appraisal, purchase, sale, lease, relocation or concession and franchise negotiation for public or County use. Positions allocable to this class report to a Senior Real Property Agent or a higher-level supervisor and are responsible for performing assignments which require full technical competence over a wide range of real property transactions typically acquired after substantial training and experience. Assignments are made in general terms with objectives that are generally implied. Though assistance is available, generally work is reviewed only on completion. Incumbents in this class performance assignments that are greater in scope and complexity than those typically performed by Real Property Agent I positions although these assignments may be related. Positions in this class do not have supervisory responsibility.</p>
Essential Job Functions	<p>Negotiates independently with property owners, mortgage holders, corporations, executors, or their attorneys or representatives to obtain rights of way for public projects such as flood control channels, waterworks, and structures, roads, highways or similar purposes by fee purchases, dedication or stipulation. Investigates and negotiates with property owners or their agents in matters relating to purchase, lease, or disposal of real property by or for the County, including relocation and concession and franchise work. Analyses and interprets detailed appraisals for use in negotiated acquisitions, sales, leases, or condemnation suits. Develops, administers, and monitors revenue-producing lease and concession agreements to ensure property rights are protected and performs feasibility studies for planning the use, development, or sale of County-owned real property. Prepares special reports and recommendations for the Board of Supervisors, governmental agencies, and officials. Inspects alterations being made or buildings being erected under lease arrangements to ensure that the agreed lessor and lessee specifications are being met. Performs special County-wide assignments on property management projects as necessary. Coordinates the preparation of deeds, leases, permits, reconveyances, agreements, maps and other documents involving property rights. Serves as witness in legal actions involving the County and the Flood Control District in real property matters, and participates in trial and pre-trial proceedings with representatives of the County Counsel, concluding negotiations on settlements made during such proceedings.</p>
Requirements	<p><b>SELECTION REQUIREMENTS</b></p> <p>Graduation from an accredited college with a Bachelor's Degree* including real estate courses totaling 15 semester units** -and- three years' experience in appraising, acquiring, selling, leasing, or managing real property at the level of Real Property Agent I***; two years of which must have involved commercial or industrial property -or- three</p>

	<p>years in facilities project design, development or space management at the level of Real Property Agent I*** -OR-</p> <p>Two years' experience in appraising, acquiring, selling, leasing, managing real property, relocating persons displaced due to public agency acquisitions; or facilities project design, development, or space management as a Real Property Agent I****.</p>
<b>Physical Class</b>	<b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	<p>*In order to receive credit for any degree, such as a Bachelor, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.</p> <p>**In order to receive credit for the required course work you must include a legible copy of official transcripts from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.</p> <p>***Experience at the level of Real Property Agent I includes performing the more routine, less complex real property assignments that involve appraisal, sale, purchase, lease, relocation or concession, and franchise negotiation as well as field investigation assignments, including measuring land and improvements, or space utilization studies.</p> <p>****Candidates qualifying as a Real Property Agent I must hold (or have held) the item with this title within the County of Los Angeles.</p> <p>Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).</p>
<b>Examination Content</b>	<p>This examination will consist of two (2) parts:</p> <p>PART I: A written test weighted 40% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability .</p> <p>Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.</p> <p>This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.</p> <p>Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).</p>

PART II: A structured interview weighted 60%. The interview will assess Professional/Technical Knowledge, Oral Communication, Interpersonal, Customer Service, Planning and Coordination, and Problem Solving.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register. Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

**Special Information** TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:  
<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy Information**

The resulting eligible register will be used to fill vacancies throughout the County.

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register for a period of twelve (12) months following the date of promulgation.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Application and Filing Information**

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

**INSTRUCTIONS FOR FILING ONLINE:**

**Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the register. We must receive your application and additional documents if any by the time filing closes.**

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

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